POLIISI
POLISEN I FINLAND
Police of Finland

Use of right of access

The requestor

Personal identity code (or date and place of birth)		
Family name (also previous family name)	Given names (also previous given names)	
Street address	Postal code	City
Email address	Phone number	

Information requested

Specify the request for right of access to your own data below. The request must show with sufficient accuracy processing purpose, information system, personal data file or part thereof to which the request is directed. An insufficiently specified request for right of access will not be implemented.

I request the personal data concerning myself, specified below, from the police:

Investigation and surveillance duties

☐ Data system for Police matters (PATJA)
☐ Register of personal identifying characteristics (Vitja-RETU)
☐ Traffic surveillance system (LVS)

Other statutory duties of the police

☐ Firearms data system (LUHTI-ASE)
☐ Identity card and passport register (Heko-Passi)
☐ Management and supervision system for permit matters in the private security industry (TURVA)
☐ Management and supervision system for fundraising, lottery, contest and bingo permit matters (RABITA)
☐ Processing system for traffic penalty fee matters (Liike)

Other personal data files of the police

☐ National Schengen Information System
☐ Emergency Response Centre data system (as regards police data)
☐ Register of Aliens (as regards police data)
☐ Records management, decision-making and achiving system of the police used in administrative case management (Acta)
☐ Other personal data file of the police (specify the purpose of processing, information system, personal data file or part thereof):

Unspecified requests will not be implemented.

☐ I have not previously used my right of access to this register
☐ I have previously used my right of access to this register, date:

☐ I request right of access to the data in writing:

☐ I wish to visit the following police station to check the data:

Right of access

In principle, everyone has the right to be informed by the controller whether personal data concerning him or her are processed and, if such data are processed, the data subject has the right to obtain from the controller, upon request, the information referred to in Article 15 of the General Data Protection Regulation and in section 23 of the Act on the Processing of Personal Data in Criminal Matters and in Connection with Maintaining National Security. The right of access applies to data concerning the data subject. The data subject may bring an assistant with him/her.

Pursuant to section 41 subsection 2 of the Act on the Processing of Personal Data by the Police (616/2019), the data subject shall, when exercising his or her right of access, make a request to this effect in person at the police department or the controller’s office and prove his or her identity.

If the request for right of access to data is directed at registers of the police other than those mentioned above, the person requesting the data must provide the information needed for searching and submitting the data. When exercising the right of access, the data subject shall provide reliable information about his or her identity. If the controller cannot ascertain the identity of the data subject, the controller may request the submission of additional information necessary to confirm the identity of the data subject. The right to obtain a copy of the data shall not adversely affect the rights and freedoms of others.

Restrictions to the right of access

The data subject shall not have the right of access to the data collected on him or her, referred to in Article 15 of the General Data Protection Regulation,

1. if providing access to the data could compromise national security, defence or public order and security, or hinder the prevention or investigation of crime;
2. if providing access to the data would cause serious danger to the health or treatment of the data subject or to the rights of someone else; or
3. if the personal data are used in the carrying out or monitoring or inspection functions and not providing access to the information is indispensable in order to safeguard an important economic or financial interest of Finland or the European Union.

In addition, the right of access of the data subject may be restricted if, taking into account the data subject's rights, it is proportionate and necessary to

4. avoid harm to the prevention, detection, investigation or prosecution of criminal offences or the execution of criminal penalties
5. safeguard other investigation, report or a similar procedure of an authority
6. protect public security
7. protect national security; or
8. protect the rights of other persons.

If the data subject’s right of access is suspended, restricted or refused, the controller shall, without undue delay, inform the data subject thereof by means of a written certificate. The reasons for the suspension, restriction and refusal shall also be indicated, unless such disclosure would jeopardise the purpose of the refusal or restriction. If the data subject has not, within three months of making the request, received a written response from the controller, this will be considered a refusal of the right of access.

Exercise of the data subject's rights through the Data Protection Ombudsman

The data subject does not have right of access to personal data of covert human intelligence sources, personal data in the National Schengen Information System relating to discreet checks, inquiry checks and specific checks, information concerning the tactical and technical methods of the police, observation data, personal data of covert human intelligence sources or data used for forensic investigation purposes included in the personal data referred to in sections 5–8 of the Act on the Processing of Personal Data by the Police, or personal data acquired using the intelligence gathering methods in accordance with chapter 5 of the Police Act and chapter 10 of the Coercive Measures Act, or pursuant to section 157 of the Act on Electronic Communication Services.

The data subject has the right to request the Data Protection Ombudsman to verify the legality of personal data and their processing if the data subject’s right of access has been postponed, restricted or refused under the Act on the Processing of Personal Data in Criminal Matters and in Connection with Maintaining National Security or other legislation. The request must be presented in person to the Office of the Data Protection Ombudsman, the controller (National Police Board) or the police department, and the person issuing the request must prove his or her identity.

Exercise of the rights of the data subject and actions free of charge

In principle, notifications and information provided to the data subject under the General Data Protection Regulation and the Act on the Processing of Personal Data in Criminal Matters and in Connection with Maintaining National Security, and the processing of requests submitted by the data subject, are provided free of charge. However, where requests from the data subject are manifestly unfounded or excessive because of their repetitive character or for another reason, the controller may charge a fee for the action. Provisions on grounds for fees are laid down in the Act on Criteria for Charges Payable to the State (150/1992).

If the controller has charged a fee on the above grounds, it shall, where appropriate, demonstrate the manifestly unfounded or excessive character of the request.

Signature

Date, place and signature of the requestor

Complete the form carefully. Incomplete information will slow down the process.

Entries made by the authority

Receipt of the request	
Identity proven ☐ Driving licence ☐ Identity card ☐ Passport (only accepted means of identification outside Finland)	
Identification document number	Person making identification
Identification details	
Date and place	Signature and name in block letters (authority)
Providing access for verification	
☐ Identity proven ☐ Data was shown ☐ Data was provided in written form on request	
☐ Right of access denied, reasons: ☐ Did not provide proof of identity ☐ Other reason, what:	
☐ A fee has been charged for the exercise of the right of access, because the requests are manifestly unreasonable or excessive due to their repetitive character or for another reason. The data subject has been informed in writing of the unfounded or excessive character of the request.	

Signature

Date and place	Signature, name in block letters and title

Submitting the matter to the Data Protection Ombudsman for resolution

A negative decision by an authority related to the right of access can be submitted to the Data Protection Ombudsman for resolution

Office of the Data Protection Ombudsman
Contact information:

Postal address:	Visiting address:	Exchange:	Email and website:
P.O. Box 800	Lintulahdenkuja 4	029 566 6700	tietosuoja@om.fi
00531 Helsinki	00530 Helsinki		http://www.tietosuoja.fi

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